

<b>Standard Form No. 75</b> February 1946 Budget Bureau No. 50-R052. Approval expires Dec. 31, 1947.		<b>Approved For Release</b> 2001/11/19 : CIA-RDP79-01147A000200040025-6		1. Check one: <input type="checkbox"/> 2. Official headquarters 3. Reason for submission: (a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number (b) Other (specify)		4. Agency position No. 5. C. S. C. certification No. 6. Date of certification 7. Date received from C. S. C.							
<b>UNITED STATES CIVIL SERVICE COMMISSION</b> <b>POSITION DESCRIPTION</b>													
8. <b>CLASSIFICATION ACTION</b>													
ALLOCATION BY a. Civil Service Commission b. Department, agency, or establishment c. Bureau d. Field office e. Recommended by initiating office		CLASS TITLE OF POSITION  DOCUMENT NO. <u>27</u> NO CHANGE IN CLASS. <input type="checkbox"/> <input checked="" type="checkbox"/> <b>DECLASSIFIED</b> CLASS. CHANGED TO: <b>TS S O</b> NEXT REVIEW DATE: _____ AUTH: <b>HR 70-2</b> DATE <b>18 JUL 1980</b> REVIEWER: <b>013845</b>		CLASS <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Service</th> <th>Series</th> <th>Grade</th> </tr> <tr> <td></td> <td><b>JCS</b></td> <td></td> </tr> </table>		Service	Series	Grade		<b>JCS</b>		INITIALS DATE	
Service	Series	Grade											
	<b>JCS</b>												
9. Organizational title of position (if any) <b>Chief, Graphic and Reproduction Section</b>				10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)									
11. Department, agency, or establishment <b>Department of State</b> a. First subdivision <b>SA-E</b> b. Second subdivision <b>OCL</b>		c. Third subdivision <b>Joint Intelligence Study Publishing Board</b> d. Fourth subdivision <b>Graphic and Reproduction Section</b> e. Fifth subdivision		12. This is a complete and accurate description of the duties and responsibilities of my position  _____ (Signature of employee) (Date)		13. This is a complete and accurate description of the duties and responsibilities of this position  _____ (Signature of immediate supervisor) (Date) Title:							
14. Certification by head of bureau, division, field office, or designated representative  _____ (Signature) (Date) Title:		15. Certification by department, agency, or establishment  _____ (Signature) (Date) Title:		16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)  <b>The Joint Intelligence Study Publishing Board plans, edits, and publishes geographic intelligence studies for the Joint Chiefs of Staff from manuscript submitted by the Department of State, Army (G-2), Navy (ONI), U.S. Geological Survey, Federal Reserve Board, Department of Agriculture, etc. (See Appendix #1). Six studies of two volumes each are published each year in an edition of 1500 copies. An average study contains 700-800 pages of text, 150-200 line drawings, 250-350 half-tone photographs, 300-400 tabulations or tables, 30-50 color insert maps and 10-40 color plans.</b>  <b>I. List of duties</b> My duties fall into three main groups as follows: (1.) Chief, Graphic and Reproduction Section (60%) (2.) Member, Planning Committee, J.I.S.P.B. (15%) (3.) Editor, Chapter XIII "Gazetteer and Map Appraisal". (15%) Miscellaneous duties, see I D. (10%)  <b>A. The duty of the Chief, Graphic and Reproduction Section, is to see that all illustrative material is prepared for reproduction and, with the</b>									

typed and proofed for distribution. This involves the direct supervision and review of the work of the Cartographic, and Art Units of the Section, the indirect supervision of the Production Unit and the Map Procurement Section, liaison with the printing establishments and the maintenance of a production schedule. (See Appendix #2)

1. The Cartographic Unit receives edited maps, sketches, charts, plans, and graphic orders from the Editor in Chief and orders construction, corrections, additions and changes by the draftsmen; determines sizes of figures and prepares all maps, sketches, charts, and plans for reproduction by the printer by marking reduction sizes, specifications on strip-ins, etc; orders the reproduction of all color inserts and plans; prepares and orders complete copy of Vol.2 (Plans Pouch). This work is also reviewed by the chapter editor and changes upon review are slight.
2. The Art Unit receives all edited photographs and half tones from the Editor in Chief for retouching, cropping, annotating, mounting, sizing, and prepares them (with specifications) for reproduction by the printer. This work is also reviewed by the chapter editor concerned and changes upon review are slight. The Art Unit also receives all edited manuscript from the Editor in Chief for mark-up as to size of type, placement of headings, size and placement of figures and tables, extract material, etc. in preparation for the typing and make-up of unjustified proof by the copypreparers. Checks and reviews all unjustified proof and justified proof of the manuscript as it returns from the copy preparers for make-up and sizes of figures. This work is reviewed by the Editor in Chief and the Deputy Editor in Chief.
3. The Production Unit receives all proofs of manuscript and illustrative material for proofing against the original manuscript and copy, and reviews to see that all corrections have been made by the copy preparers. Final review of this work is done by the Deputy Editor in Chief.
4. Blue prints of the printer's copy in final form are reviewed by all members of the staff concerned with the chapter, by the Editor in Chief and occasionally by the contributor. Changes at this time would necessitate the remaking of the printer's plates. Comments of the users of the printed JANIS comprise the final review of the work. New material is issued in the form of supplements and if revision or changes are necessary in a printed JANIS, they are printed and distributed separately, but this rarely occurs.
5. Judgements and decisions not reviewed in this work are those concerning priorities within the printing establishments, problems of registry, inks, papers, die-outs, sequence of color, packaging, collating, shipping, etc; procurement of paper, gummed stock, pouches, etc; decisions on the technique to be used by contributors in submission of material. A mistaken decision would slow down production in the JANIS work, that of the contributor and the copy preparers, and especially that of the printing establishments. The production of the maps would not correlate with that of the text with which they were to be bound; financial losses would be sustained if overlay printing of plans and insert maps were not carefully planned.

B. As a member of the Planning Committee of the J.I.S.P.B., my duty is to assist the Director of the Board in the selection of the JANIS base map by consultation with members of the Map Intelligence Branch of the Department of State and the Research Section of the Army Map Service; to assist the Chief, Map Procurement Section in the ordering of series maps and reference maps for each JANIS area and to supervise the lay out of the master plates for the JANIS base map. Other duties are to aid the Director of the Board by research or reading, by rendering opinions, suggestions or ideas which may be of help in solving the problems or in planning the work of the J.I.S.P.B.

C. As editor of Chapter XIII "Gazetteer and Map Appendix" is to review, edit and correlate the manuscript and maps submitted by the contributors;

Margaret M. Kingman

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consult with the Board on Geographical Names, Research Section of the Army Map Service, Map Intelligence Branch, Department of State on any inconsistencies that may arise; to make out graphic order for illustrations; prepare table of contents, caption lists, etc.; to review unjustified proof, justified proof and blue prints for accuracy in presenting the chapter. This work is reviewed by the Editor in Chief.

D. Miscellaneous duties

Other duties are such things as revising and rewriting JANIS Memorandum No. 45 "Instructions for preparation of JANIS illustrations" (see Appendix #3); the preparation of job descriptions and outline of duties for members of the Graphic and Reproduction Section; the preparation of organization and flow charts for the use of the JANIS staff; assisting the Deputy Editor in Chief in writing up specifications for the copy preparers to be used as their standard guide in the typing and preparation of the manuscript; assisting the Deputy Editor in Chief in preparing a standard procedure list for the use of the staff in reviewing and checking JANIS material; assisting the Deputy Editor in Chief on matters of format and design.

II. Sources of information

A. The things most important to know are

- (1.) Principles of geography; including especially all aspects of cartography (compilation and construction of maps, map projections, available series of published maps, scales, symbols, use of type, etc.) as well as photogrammetry (interpretation of aerial photographs, their correlation with maps, conversion of measurements, etc.)
- (2) Reproduction processes; the preparation of copy for differing types of reproduction; knowledge of the types of reproduction, their comparative limitations and possibilities; their comparative costs.
- (3) All phases of publishing from the editing of the manuscript to the final printing.

Graduate level training in geography with special emphasis on cartography and reproduction processes is desirable in this work.

B. Information on the work is gained from educational experience and research in geography, cartography, photogrammetry and types of reproduction

from experience in drafting and cartography in the Map Division, Office of Strategic Services, and the Map Division, Board of Economic Warfare.

Guides, such as "Cartographers' Style Manual", special publications of the Government Printing Office on "Map Projections", "Illustration", etc are consulted; also the Government Style Manual for matters pertaining to manuscript; type and symbols are chosen from consulting the type and symbol specimen books of the Department of State, Hydrographic Office, Coast and Geodetic Survey or Army Map Service; various publications on symbols and types of representation on maps issued by the War Department and other agencies are consulted; new processes and methods are noted in the current publications of the American Society of Photogrammetry, American Congress on Surveying and Mapping, American Geographical Society, etc. Contact with other professional geographers and cartographers through meetings of the various scientific associations and in guiding decisions on work in progress.

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All guides must be adjusted to meet the requirements of the JANIS publication since there is a restriction in the size of maps, the type of reproduction, the material and money available for the project. At present we are pioneering in a new field of reproduction by having the text material typed on IBM machines and pasted on sheets for correct reduction so that it will appear as similar as possible to the letter press printed page formerly used by JANIS. This type of page will be printed by offset reproduction and necessitates all half tones and outsize figures to be stripped into the negative. This means that all figures must be carefully sized so that they will fit in place and all photographs carefully retouched since much detail is lost in offset reproduction.

The duties will remain fairly constant after the procedure for this new work is settled but the questions and problems will change with each new study since each varies in size of area covered, amount of information available for researchers, etc.

III. My supervisors are the Editor in Chief, Dr. ~~Perennial Hoigs~~ <sup>Deputy and Supervisor of Production, Dr. C. S. Sharpe, on producing problems and the</sup> General Instructions are given on new assignments and specific instructions when something new arises. I am free to work out my own answers to problems but if any question arises concerning the priority of work within the Board; expediency of work versus cost; introduction of new procedures which would affect members of the staff outside the Graphic and Reproduction Section; conflicting information on maps submitted from various editors, etc; these questions are cleared with the Editor in Chief. Occasional questions are apt to be those on presenting material in a less expensive manner than that suggested by the editor, or questions on the addition of new material, such as pictures of terrain models, new map series, etc.; the combining of two or three maps into one, etc.

#### IV. Contacts

Work is done in frequent contact with other members of the staff of the JANIS Board. Outside contacts are:

- (1) Contributors, especially geographers and cartographers preparing illustrative material. This involves explanation of specific problems of size, colors, symbols, etc. to be used on maps prepared by them and arrangements on the submission of material.
- (2) Copy preparers (McGregor and Ferner Co.) Explanation of layout of figures, captions, corner tabs, etc.
- (3) Board on Geographical Names. Explanation on priority of maps, especially in reference to JANIS base maps. Arrangements on procedure of submitting names (this varies with each JANIS)
- (4) Printers (Kirby Lithographic Co., Maple Press, Reproduction Branch, Department of State) Arrangements for the reproduction of chapters and correlation of figures. This sometimes requires persuasion and convincing as to priority of work, and in some cases, manner of procedure.
- (5) Army Map Service. Arrangements for preparation of insert and plan materials basic blue line maps, chipboards, sepia boards etc. for us by the contributor. Arrangements for collating and assembling material for distribution. This involves persuasion when their work-load is heavy.
- (6) Division of Map Intelligence and Cartography, Department of State.
  - (a) Map Intelligence Branch: arrangements for review and check of JANIS base maps, consultation on boundaries, etc. Arrangements for selection of best available base or map series for JANIS areas. Discussion on Chapter XIII "Gazetteer and Map Appraisal".
  - (b) Cartography Branch. Persuasion on preparation of maps for contributors having no cartography sections of their own. Arrangements on printing and shipping of their color insert maps.
- (7) Hydrographic Office; Planning and Progress Section. Arrangements for the printing of stick-up type and occasionally for the printing of maps.

# V. Supervision

## A. Direct supervision of

Asst. to Chief, Graphic and Reproduction Section and Chief, Cartographic  
 Unit.....Dorothy D. Comstock  
 Chief, Art Unit.....Lt. Com. Ralph Whitney

## B. Indirect supervision of

Chief, Production Unit.....Dorothy Kane  
 Chief, Map Procurement Section....George Robertson  
 Asst. to Chief, " " " ....Alvin Platchon  
 Chief Draftsman .....Louise Welton  
 Assistant draftsman.....John Hoffer  
 " " ..... Unassigned  
 File Clerk ..... Carroll Fleet

On special projects: members of the Secretariat (3)

## 3 enclosures

Appendix #1 JANIS Flow Chart  
 Appendix #2 JANIS Organization Chart  
 Appendix #3 JANIS Memorandum #45

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